

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/15/1979	NUMBER 01.05.110
SUBJECT DEPARTMENTAL STAFF MEETING POLICY	SUPERSEDES PD-DWA-01.05	
	AUTHORITY MCL 791.203, 206	
	ACA STANDARDS NONE	
	PAGE 1 OF 1	

POLICY STATEMENT:

To provide a system for communicating Department's goals and policies to staff; for relaying employee ideas and concerns to the Department; and for disseminating useful information.

POLICY:

- A. Each level of organization within the Department shall maintain a system of regular staff meetings comprised of the manager/supervisor and all persons immediately responsible to her/him. Whenever practicable these meetings will be at least monthly unless travel expenses are prohibitive. For this reason BCF/Warden/Superintendent and BFS/Regional Supervisor Staff Meetings shall be held at the discretion of the respective Deputy Director, but not more often than quarterly.
- B. Minutes of staff meetings will be recorded, made available to all members; and submitted to the next higher level of supervision for review. Feed-back from subordinates will be included in the minutes along with the answers they receive. Every effort will be made to resolve questions and concerns raised by staff. Information and decisions noted in staff meeting minutes shall carry the same weight and authority as regulations or formal orders from that supervisor. Where decisions affect written policy, rule or procedure, those documents should be revised to reflect the new information as soon as possible.
- C. Bureau Heads, the Chairperson of the Parole Board, and the Director of the Office of Health Care, shall promulgate operating procedures to implement the provisions of this policy within their respective areas of responsibility.

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